**UVic Laboratory Working Alone Risk Assessment Template**

This template can be used to assess the lab working alone activities that are pre-approved by the supervisor, and should be completed and reviewed in consultation with lab personnel. Lab personnel who are authorized to work alone must be aware of these procedures, complete all required training and follow all controls identified below including any limitations/restrictions.

**CONTACT INFORMATION**

Lab Supervisor/PI:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building and Room #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RISK ASSESSMENT TABLE**

Identify all research activities that are being performed by lab personnel while working alone. List all associated hazards and classify risk level of the activity as high, moderate or low. Indicate the control measures, including any limitations/restrictions to working alone, that must be implemented to reduce the risk of performing research activities to the lowest possible level. These controls are specific for working alone and are in addition to the safety procedures already in place in the lab.

Please refer to the [UVic Laboratory Working Alone Guideline document](https://www.uvic.ca/ohse/assets/docs/laboratory/uvic_laboratory-working-alone-guidelines.pdf) for examples of research activity risk levels and common laboratory risk control measures. All activities must be approved by Lab Supervisor/PI prior to working alone.

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| --- | --- | --- | --- | --- |
| **Research Activity** | **Hazards** | **Risk Level (high, moderate, low)** | **Control Measures (i.e. restrictions, working in pairs or check-in procedures)** | **Check-in interval and method, if required (use** [**Working Alone or In Isolation Check-in Form**](https://www.uvic.ca/ohse/assets/docs/laboratory/uvic-laboratory-working-alone-check-in_template.docx)**)** |
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**APPROVED LAB PERSONNEL**

List of lab personnel trained and approved for working alone:

2.

3.

4.

**EMERGENCY PLAN**

If lab personnel fail to check-in at required interval or cannot be reached, follow steps below:

1. Call Campus Security 24 hours a day, 7 days a week, by calling **250-721-7599** to check on lab.
2. Call emergency contact person (name and phone number):

Lab Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Laboratory Working Alone Risk Assessment Approved by:

Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_